

SAF-E087-81
11 February 1981

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MEMORANDUM FOR : Comptroller

FROM : Director, Consolidated SAFE Project Office/ODP

SUBJECT : FY 1981 Travel Limitation (U)

REFERENCE : A. Your memo (COMPT 81-0151), same subject,
dtd 4 Feb. 1981

B. Memorandum ODP-0-1665, dated 16 Dec 1980,
Subject - Request For FY-81 SAFE Funds Reprogramming

1. PURPOSE - This memorandum responds to Reference A and requests: (a) an exemption from the FY 1981 travel limitation and (b) the approval to reprogram and increase the FY-81 SAFE travel allocation.

2. BACKGROUND INFORMATION - The Consolidated SAFE Project Office (CSPO) is responsible for managing and monitoring the SAFE system design, development and acquisition activities. Monthly trips to the contractor's development facility in California by CSPO staff members are imperative to control risks and cost and maintain system integrity and schedule goals.

On 7 April 1980 during the Comptroller's review of the Project SAFE, approval was requested to reprogram the FY 1980 and FY 1981 budget to better align allocations to planned activities. Approval was granted for the FY 1980 reprogramming request with tentative approval indicated for FY 1981. Reference B requested that NFAC reprogram the FY 1981 SAFE budget including the travel allocation from \$26,000 to \$70,000. Based on the Comptroller's tentative approval, the CSPO has developed FY 1981 travel plans at the \$70,000 level.

It should be noted that the original \$26,000 travel allocation was established prior to the selection of the SAFE development contractor (TRW,

Inc. of Redondo Beach, California). The reprogramming request is to accommodate the cost of travel to the TRW Development Facility located in Los Angeles, Calif. and the estimated number of planned Managerial and Technical reviews scheduled at the West coast facility.

During FY 1980 and 1981, the CSPO has taken several steps to conserve travel costs. Since April 1980 all Project travel to the west coast has been accomplished using discounted air fares, i.e., super saver or Government Travel Requests (GTRs). The use of discounted air fares have resulted in savings of approximately \$500 per trip. As a result, the Project has been able to avoid escalating air fares by close management of travel. The discounted air fares will continue to be pursued through May 1981 at which time it is expected that discounted fares will begin to reflect the increased airline operating costs. At that time it is estimated that the average discounted air fare to California will be \$350 representing a \$80 increase. Note that World Air Line or Western Air Line flights to California are via Dallas, Texas or Minneapolis, Minnesota. Further, World Air Line flights depart from and return to Baltimore-Washington Airport.

While per diem rates have increased 40 percent, CSPO travelers have been asked to restrain expenditures as much as possible. Traveler's accounting records are reviewed by CSPO management to maintain cost conscientious awareness by staff personnel. As a result, the average per diem claimed is approximately 10 percent below the maximum allowed. We believe these savings are near the maximum attainable because of the expensive Los Angeles area.

Travel scheduling is based on projected system development milestones and events. Business and milestone reviews are scheduled during contiguous

periods to conserve travel. Procedures are established to encourage coordination to ensure that all requirements are being covered and that duplicate coverage does not take place. The number of auto rentals per trip is managed by encouraging travelers in groups of four to book lodging in the same or nearby facility. Discounted auto rentals are used whenever possible.

Again, in response to the Comptroller's tentative approval to reprogram the FY 1981 budget, the CSPO allocated and developed travel plans at the \$70,000 level. To date, approximately \$32,000 or 45 percent of the reprogrammed travel allocation has been expended. The major FY 1981 events thus far were system design In-Progress Review and Block 1/Increment 1 Initial Design Review in October 1980 and the Block 1/Increment 1 Detailed Design Review conducted January 1981.

3. Travel Limitation Impact - Attachment 1 is the current schedule of meetings and reviews that are scheduled to be conducted in California for the remainder of FY 1981. In addition to the listed meetings and reviews, business meetings are scheduled in the Washington, D.C. area in February, April, May, July and September. Note also that the reprogrammed \$70,000 travel allocation or the unobligated balance of approximately \$38,600 is not adequate to meet the schedule shown in Attachment 1.

The impact of the travel limitation on the SAFE Project's original \$26,000 travel allocation will be severe. Because approximately \$32,000 has already been expended, no further CSPO travel would be allowed for the remainder of FY 1981 and the CSPO would require that all meetings and reviews be conducted in the Washington, D.C. area. In this case, the CSPO's ability to

manage and monitor the contracted development effort entirely from the Washington, D.C. area would increase the possibility of a technical or managerial oversight that could cost tens of millions of dollars. In addition, additional contractual costs would be incurred for increased contractor staff travel at a rate much higher than CSPO staff travel. Note that it is estimated that contractor travel costs per trip are at least twice the CSPO travel cost.

The impact of the travel limitation on the \$70,000 travel allocation or the \$38,600 unobligated balance would require that the June and August Design Reviews be held in the Washington, D.C. area. In addition, one of the four technical reviews currently scheduled would have to be cancelled. It is estimated that because of the higher contractor travel cost the net result would be an increase in the contractual effort of approximately \$30,000 to effect a saving of approximately \$14,000 in CSPO travel.

4. REQUESTED ACTION - It is requested that the CSPO be exempted from the FY 1981 travel limitation and that approval be granted to increase the reprogrammed travel allocation from \$26,000 to \$80,000.

S I G N E D

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Attachments:

1. ODP Memo (ODP-0-1665)
2. CSPO Travel Schedule for Remainder of FY-81

Distribution:

Orig. + 1 - Addressee
1 - C/P&PES/NFAC
1 - ODP Chrono
1 - SPS Chrono

Attachment 1

CSPO Travel Schedule for Remainder of FY-81

DATE	EVENT	NO. TRIPS	COSTS
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Mar.	Preliminary System Design Review	12	\$20,000
	Block 1/Increment 1 Detailed Design Review		
	Block 1/Increment 2 Initial Design Review		
	Business and Progress Review Meeting		
Apr	Informal Technical Review	4	\$2,400
May	Informal Technical Review	4	\$2,400
Jun	Block 3/Increment 1 Initial Design Review	6	\$4,500
	Business and Progress Review Meeting		
Jul	Informal Technical Review	4	\$2,400
Aug.	WBCS Critical Design Review	3	\$7,200
	Block 1/Increment 2 Detail Design Review		
	Block 1/Increment 3 Initial Design Review		
	Business and Progress Review Meeting		
Sep	Informal Technical Review	4	\$2,400
Jun to Aug	Staff TDY	1	\$5,500
	Remaining Travel Total		----- \$46,800